



Student Data Collections Desk Guide

Office of Data Management

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Purpose

The purpose of this desk guide is to assist school districts with the data entry required for timely and accurate State and Federal reporting. This document will touch on the main data collection periods throughout the year which include:

- ❖ Fall Enrollment State Aid/Fall Enrollment Census Count
- ❖ Students with Disabilities December Child Count
- ❖ Accountability

The Department of Education currently contracts with Infinite Campus for our Student Information Management System. Districts MUST strive to keep their student data accurate at all times. In addition to the above listed data collection periods, student data is also extracted throughout the school year for additional items such as:

- ❖ Federal reports such as the Consolidated State Performance Report
- ❖ Mandatory EDFacts reporting
- ❖ To create Pre-ID labels for the Assessment tests for districts
- ❖ To compute Attendance/Graduation rates/Completer rates and Dropout identification
- ❖ To populate other systems as Career Cruising and Perkins
- ❖ To comply with requirements for the Federal Perkins Loan Teacher Cancellation program.

YOUR DATA IS IMPORTANT!



Definitions

Fall Enrollment State Aid– per § 13-13-10.1 - the number of kindergarten through twelfth grade students enrolled in all schools operated by the school district on the last Friday of September of the current school year minus the number of students for whom the district receives tuition, except nonresident students who are in the care and custody of a state agency and are attending a public school and students for whom tuition is being paid pursuant to § 13-28-42.1, plus the number of students for whom the district pays tuition. When computing state aid to education for a school district under the foundation program pursuant to § 13-13-73, the secretary of the Department of Education shall use either the school district's fall enrollment or the average of the school district's fall enrollment from the previous two years, whichever is higher.

Fall Enrollment Census Count – this is a head count of students enrolled in pre-school through twelfth grad in all schools operated by the school district on the last Friday of September of the current school year. The Fall Enrollment Census Count is used for statistical comparisons and trends. This count is also used for a number of federal reports and grant allocations.

Admission Date – the month, day and year on which a student is admitted to a school or an educational institution.

Exit/Withdrawal Date - the month, day and year of an individual's last attendance in school; for a graduating student it is the last day of the school year (even if the seniors are dismissed a few days early) unless the student is graduating early and then it would be the last day the student is required to attend.

Pre-School Student – per 24:17:01:07 – For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in kindergarten, and is receiving educational services from a public school district for a minimum of 128 hours. A full-time preschool student is a student who is enrolled in a program that operates at least 448 hours per year. For purposes of this data collection, students enrolled in programs operated for a lesser time shall be reported on a prorated basis as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for preschool students. This definition is intended exclusively for data collection and should not be used for any other purpose.

Jr. Kindergarten Student – a student enrolled in a Jr. Kindergarten program would be considered the same as a Kindergarten student for data collection purposes. The student must be at least 5 years old by September 1st to be counted for State Aid funding purposes.

December Child Count – the unduplicated count of all children with disabilities ages 3-21 receiving special education and related services according to an individualized education program (IEP) or service plan on December 1st of each year.

South Dakota Codified Laws

SDCL 13-3-51: It shall be the duty of the secretary of the department of education to establish a uniform system for the gathering and reporting of educational data for the keeping of adequate educational and financial records for the evaluation of educational progress.

SDCL 13-15-31: Agreements for whole-grade sharing of students--Conditions. Notwithstanding the provisions of § 13-5-1, the school board of any school district may enter into an agreement or contract with one or more school boards of other school districts to provide for the whole-grade sharing of students among the participating school districts if:

- (1) The school district offers an instructional program within the boundaries of the school district; and
- (2) The school district meets the minimum fall enrollment requirements pursuant to § 13-6-97. For purposes of §§ 13-15-30 to 13-15-32, inclusive, whole-grade sharing is a sharing arrangement for students among participating school districts that allows the resident students at any one or more grade levels within one school district to attend school in one or more of the other participating school districts. The whole-grade sharing may be one-way whereby a participating school district sends all of its students at one or more grade levels to attend school in one or more of the other participating school districts without receiving any students in return.

The whole-grade sharing may also be two-way whereby a school district sends all of its students at one or more grade levels to attend school in one or more of the other participating school districts, and in return receives students at one or more grade levels from one or more of the other participating school districts.

SDCL 13-15-31: Approval and adoption of agreements for whole-grade sharing of students--Term--Termination--Requirements. Any agreement or contract entered into pursuant to § 13-15-30 shall be approved by the secretary of education and shall remain in effect for a period of at least three years. It shall provide for the sharing of governance among the participating school districts. The school board of each participating school district shall adopt the contract or agreement no later than February first of the school year proceeding the school year for which the agreement will take effect. The contract or agreement may be terminated by any participating school district if that school district provides written notice to the other participating school districts at least eighteen months prior to the termination. The contract or agreement shall adhere to the following provisions:

- (1) Students at one grade level within a school district are only eligible to attend school in another participating school district if all the students at that particular grade level within the school district are sent to another participating school district. The school boards of the participating school districts shall determine which students and which facilities will be shared under the terms of the agreement;
- (2) The participating school districts may negotiate the rate of tuition that will be charged for any student sent to attend school in another participating school district. However, the rate of tuition per year may not be less than the per student allocation as defined in § 13-13-10.1 for that school fiscal year;
- (3) The fall enrollment as defined in § 13-13-10.1 for each participating school district shall include any students that the school district sends to another participating school district to attend school, and may not include any students that are sent to the school district to attend school from other participating school districts;
- (4) For the purposes of determining adequate yearly progress under the state's accountability system established in § 13-3-62, and calculating the graduation rates, any student sent to another participating school district to attend school shall be counted in the receiving school district; and
- (5) For the purposes of state aid for special education, the school residence of any student in need of special education or special education and related services who is sent to a participating school district to attend school remains with the sending school district. However, both the sending and the receiving school districts shall agree upon the student's individualized education program.

SDCL 13-26-1: School fiscal year--Local board to set length of school term, day and week--Minimum hours in school term. The school fiscal year shall begin July first and end June thirtieth. Each local school board shall set the number of days in a school term, the length of a school day, and the number of school days in a school week. The local school board or governing body shall establish the number of hours in the school term for kindergarten programs. The Board of Education shall promulgate rules pursuant to chapter 1-26 setting the minimum number of hours in the school term for grades one through five. The number of hours in the school term for grades six through twelve may not be less than nine hundred sixty-two and one-half hours, exclusive of intermissions. An intermission is the time when pupils are at recess or lunch.

SDCL 13-26-4: Teacher-parent conferences counted as hours in session. A school may have teacher-parent conferences during the school year and not more than 16.5 hours may be counted as hours in session.

SDCL 13-26-4.1: In-service training. The school board may designate a maximum of 5.5 hours of the 16.5 session hours provided for in § 13-26-4 as in-service teacher training.

SDCL 13-28A-9: Student from resident school district not receiving state aid--Enrollment in bordering state without payment to state prohibited. Any student whose resident school district does not receive state aid to education under the provisions of chapter 13-13 or 13-37 may not open enroll in the district of a bordering state unless the student's resident school district pays the State of South Dakota an amount equal to the per student allocation as defined in chapter 13-13 or 13-37 for each student open enrolled to a bordering state.

SDCL 13-28-43: Transfers to a school district other than the resident school district under the provisions of § 13-28-40 to 13-28-47, inclusive, may only take place prior to the last Friday in September during the first semester of any school year, and prior to the last Friday in January during the second semester of any school year. If a first semester, the transfer will occur at the start of the second semester. If a school district approves an application for such a transfer after the deadline in the second semester, the transfer will occur at the start of the following school year.

South Dakota Administrative Rules

24:17:03:02: Student data submission. The due date for submission of the fall student data through the student information system is 15 days following the last Friday of September of each school year. State aid fall enrollment count is final on the last business day of October and no additional students may be added after this date but may be removed if found to be reported in error. The December child count data is due 10 days following December 1 of each school year. If a due date falls on a weekend or state holiday, the due date is the next business day following the scheduled due date. The final student record forms for each school year must be submitted no later than the second Friday in June of each school year.

24:05:17:09: Return of information. Local education agencies shall return information on counting eligible children to the Office of Data Collection. Each local school superintendent shall certify in writing that the information provided is an accurate and unduplicated count of children with disabilities receiving special education or special education and related services on December 1 of each school year. If December 1 falls on Saturday or Sunday, the count shall be taken on the first working day following the weekend.

24:17:01:06: Percent of Day Enrollment. For the purposes of reporting day enrollment, a full-time student or 100 percent enrolled student is any student who is carrying a full course load. The term, full course load, means any student who is enrolled in at least five courses or is scheduled for a full school day. The term, full school day, means the amount of time in the day between the start and end of classes during an average school day. If any student is enrolled in less than five classes or does not attend school for the full school day, the student shall be reported based on the percentage of classes taken or the portion of the full school day that the student is in school.

24:17:01:07: Definition of preschool for data collection purposes. For the purpose of data collection, a preschool student is defined as a child who is at least three years of age on or before September 1st, is not enrolled in kindergarten, and is receiving educational services from a public school district for a minimum of 128 hours. A full-time preschool student is a student who is enrolled in a program that operates at least 448 hours per year. For purposes of this data collection, students enrolled in programs operated for a lesser time shall be reported on a prorated basis as a percentage of 448 hours. All public school districts operating a preschool program shall report student data for preschool students. This definition is intended exclusively for data collection and should not be used for any other purpose.

24:17:03:01: Requirement to submit student record form. Each accredited school district shall report, for each student attending school within the school district, detailed information on the student as requested by the secretary on the student record form.

24:17:03:03: Extension of deadlines. The secretary may extend any of the deadlines contained in this chapter. The extension may be on a case-by-case basis or a blanket extension for all school districts required to submit the forms. Blanket extensions shall be granted if the state's reporting format fails for a significant amount of time. Individual extensions may be granted upon written request signed by both the chief executive officer and board president of the school district if the district experiences unforeseeable extenuating circumstances.

24:17:03:04: Department review of student records. Department staff shall review all student record forms to verify the accuracy of the data reported. Except as provided in this chapter, no student may be reported as attending more than one attendance center for the same period of time.

24:17:03:05: Exception to nonduplicative dates requirement. Any residentially placed student reported

as attending a short-term group care education program may be reported as attending another attendance center for the same period of time, not to exceed 90 consecutive school days. After attending for more than 90 consecutive school days, the student must be dropped on the ninety-first day from the count of the attendance center at which the student was enrolled prior to being enrolled in the short-term group care education program.

24:17:03:06: **Mandatory dropping of students.** Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

24:17:03:08: **Requirement to submit calendar data.** All school calendars are due by the last Friday in August. The minimum data reporting requirements for a school calendar are as follows:

- (1) Start date of school year;
- (2) End date of school year;
- (3) Grade levels;
- (4) School terms in quarters, semesters, or trimesters; and
- (5) Periods
- (6) Complete a Day Reset

24:17:03:09: **Student enrollment dates.** Enrollment start date of a student is determined on the day, month, and year on which a student is admitted to a school or educational institution to include preschool. An enrollment end date is the day, month, and year of a student's last attendance in the school. The end date for graduating students shall be the last calendar day of the school year unless the student graduates early, in which case the student is counted on the last required day of attendance.

SECTION I - FALL ENROLLMENT

TIMELINE

In accordance with 24:17:03:02 and 24:17:03:08 – Fall Enrollment student data must be reported in the Statewide Information Management System according to the below timelines:

Calendar Data: All school calendars for all attendance centers must be entered or uploaded into Infinite Campus by the **last Friday in August**. This includes a Home School calendar even if you do not have any Home Schooled students.

Fall Data: All student enrollments must be entered or uploaded into Infinite Campus **no later than 15 business days following the last Friday of September**.

State Aid Fall Enrollment Count: Is final on the last business day of October. No students may be added (to the State Aid Fall Enrollment) after this date but students may be removed if found to be reported in error.



REQUIRED DATA ELEMENTS FOR INFINITE CAMPUS DISTRICT EDITION AND STATE EDITION SCHOOLS

CALENDARS

The first step in making sure your Fall Enrollment data is entered accurately is by creating a calendar for **EVERY** attendance center in your district. All school calendars are due by the last Friday in August according to 24:17:03:08. Additional information regarding how to create a new calendar or modify an existing calendar in Infinite Campus can be found on the Campus Community at the following link:

<https://community.infinitecampus.com/kb/display/DOC/Calendar+Wizard>

Please contact your district's Infinite Campus Tech Coordinator if you have any trouble accessing the information at the above link.

Please note: Both District Edition and State Edition users MUST roll forward their calendar information from school year to school year. State Edition users do not have the functionality to roll forward their students; therefore Infinite Campus will roll forward your students after you have completed the calendar roll forward function.

Important Calendar elements which **MUST** be entered include:

- A calendar must be entered for **EVERY** attendance center including Home School, Pre-School and Private School.
- Check your school calendar dates and your student day minutes. The path is: Index>System Administration>Calendar>Calendar. At a bare minimum, your calendar must include the following:
 - Start date of the school year
 - End date of the school year
 - Student Day (instructional minutes) – It is important that this information is correct as your attendance for Accountability is determined by the information in this field.
 - Whole Day Absence (minutes)
 - Half Day Absence (minutes)
 - Type
 - Summer School – Only check if this is a Summer School calendar.
 - 4 Day School Week – Only check this area of the calendar if the entire district is operating a 4 day school week.

Calendar | **Grade Levels** | **Schedule Structure** | **Days**

Calendar Info

Calendar ID: 12917

*Name: 10-11 Alpena Elem

Start Date: 08/23/2010

End Date: 05/16/2011

Student Day (instructional minutes): 410

Teacher Day (minutes): 480

Whole Day Absence (minutes): 410

Half Day Absence (minutes): 205

Title 3: ☐

Type: **I: Instructional**

Require Student Assignment: ☐

Comments: rolling 04/07/2010 11:45 AM

Summer School: ☐

Exclude: ☐

School Choice: ☐

4 Day School Week: ☒

Annotations:

- If this is a Summer School Calendar be sure to place a check in the Summer School checkbox.
- If your district is utilizing a 4-day school week, please make sure the checkbox is checked on each calendar that this applies to. DO NOT check the box if you have a preschool, kindergarten or rural school identified as having a 4-day school week.
- Make sure that the appropriate calendar type is selected for every calendar. If this is a Summer School calendar, be sure to place a check in the Summer School checkbox above.

Make sure that all grade levels that are being served within your facility are entered under the **Grade Levels Tab**. A district must then map its entire local grade levels to the state grade levels. It is the districts responsibility to make sure that the grade levels are mapped accurately.

Calendar | **Grade Levels** | **Schedule Structure** | **Days**

Grade Level Editor

Name	Seq
EC	2
PK	3
KG	4
01	5
02	6
03	7
4	8
05	9
06	10

Grade Level Detail

Name (locked): KG

*Sequence Number: 4

*State Grade Level Code: KG: Kindergarten

Standard Day: 390

Maximum Membership Days: 390

Whole Day Absence (minutes): 390

Half Day Absence (minutes): 195

Maximum Approved School Choice Applications: 0

Kindergarten Code: **F: Full Day Every Day**

Standard Code (SIF code):

Annotations:

- Name = Grade Level KG 01 02 etc.
- State Grade Level Code must match the grade level entered into the Name field above.
- For your grade level of KG - please enter the appropriate Kindergarten Code.

Do you operate on quarters, semesters, trimesters, etc.? Make sure that the start and end dates of your terms

are correct on the **Terms Tab**.

Name	Sequence	Start Date	End Date
1	1	08/21/2009	10/23/2009
2	2	10/23/2009	12/15/2009
3	3	01/04/2010	03/05/2010
4	4	03/08/2010	05/19/2010

On the **Period Tab** enter your period schedule for a day. When entering the period minutes you cannot overlap minutes. Also, you are not allowed to count lunch or recess minutes. Once you have entered your period schedule, it will automatically calculate the instructional minutes for you.

The Instructional Minutes on the Periods Tab **MUST** match the Student Day (instructional minutes) field on the Calendar Tab.

Name	Sequence	Start Time	End Time	Lunch Time	Non-Instructional
01	1	08:20 AM	11:53 AM	0	<input type="checkbox"/>
Lunch	2	11:54 AM	12:18 PM	0	<input checked="" type="checkbox"/>
02	3	12:19 PM	03:36 PM	0	<input type="checkbox"/>

Lunch time minutes must be excluded, if there is no instruction being received during this time.

If the Instructional Minutes are not calculating correctly you will need to check your preferences on System Administration>Calendar>School Years . The instructional minutes should read the same on the calendar tab as they do on the period tab.

The **Days Tab** is where you will set your instructional and attendance days for the year. Using the “Day Reset” will reset the regular school days in your new calendar. You **MUST DO** a “Day Reset” to start your new calendar year. Enter the start and end date and select the days that should be included in the reset (Monday,

Tuesday, etc). Select “Create Days”. You will need to edit the start/end dates of the terms and any vacation days, etc. You can also set up day events such as Parent Teacher Conferences, In-Service Days, Holidays, etc. A “Day Reset” will need to be done for every calendar that you have in your District. If a “Day Reset” is not done, your numbered calendars days will not start over for the new year.

The screenshot displays the Infinite Campus software interface. At the top, there is a navigation bar with tabs for Calendar, Grade Levels, Schedule Structure, Terms, Periods, and Days. Below this is a toolbar with icons for Save Day/Day Events, Delete Day/Day Events, Day Reset, Print, and Multi Day Event. The main area is divided into two sections. On the left is a calendar for April 2010, showing days from Sunday to Saturday. The right section is titled 'Day Detail' and contains fields for Date (04/01/2010), Day # (141), Period Schedule (1), School Day (checked), Instruction (checked), Attendance (checked), Start Time, End Time, Duration, and a Comments text area. Below the Day Detail section is a 'Day Events' section with a table for Type, Duration, and Inst. Minutes, and an 'Add DayEvent' button.

STUDENT ENROLLMENTS

In order to process accurate payments and get accurate Fall Enrollment counts, it is absolutely necessary that districts enter **ALL** student enrollments including Home Schooled students and Preschool students into Infinite Campus in a timely manner. Students not yet enrolled in Kindergarten but who may be enrolled in a preschool program must be entered into Infinite Campus using the PK as the grade level in the grade level field. Students must be at least 3 years of age prior to September 1st to be considered a preschool student. Students who are not enrolled in Preschool or Kindergarten but who may be receiving only Special Education services through your school district must be entered into Infinite Campus using the EC as the grade in the grade level field.

School districts are required to take attendance for all preschool (PK) students. Attendance is not required for those young students receiving only Special Education services (EC). Attendance for preschool students is required for ALL school districts for the proper payment of Impact Aid funding.

Enrolling a Student

To enroll a student you will go to Index>Student Information>Student Locator. Remember, if a student is transferring to your district from another SD district, the student should appear when you do a student locator search. If the student does not appear after the first search, try again using the “All People” search criteria. If you are still not able to locate the student, check and see if the student goes by a nickname or a

different last name. If you still are unable to find the student in Infinite Campus and you know for certain that the child previously attended school in South Dakota, call DOE Data Management at 605-773-3248 for assistance.

Index Search Help

- Judy Merriman
- Student Information
 - General
 - Health
 - Special Ed
- Student Locator**
- Reports
- Census
- Attendance
- Ad Hoc Reporting
- User Communication
- System Administration
- Accountability
- Auditing
- FRAM
- SD State Reporting
- Federal Reporting

Student Locator

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered: the full legal lastName, firstName and gender. Select a student from the list or click on Create New Student. When before they are allowed to create a new person.

Last Name: student
 First Name: sample2
 Gender: M
 Birth Date: [calendar icon]
 Middle Name: [text field]
 SSN #: [text field]
 State ID: [text field]

Search-->

Name	State ID	Gender	Birth Date	%
Student, Sample S	071139688	M	07/10/1992	67

1. Enter the necessary search criteria. Click Search.

2. If this is the student you are searching for - Click on student name to proceed with enrollment process.

Do NOT click on Create New Student - This will create a new person in the system.

Create New Student >

Identity Info

*Last Name: Sample
 *First Name: Student
 Middle Name: L
 Suffix: [dropdown]
 *Gender: Female
 *Birth Date: 9/2/2005
 Soc Sec Number: NO ACCESS

Race/Ethnicity

*Is the individual Hispanic/Latino?
 N: No

*Is the individual from one or more of these races? (check all that apply)

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☒ White

*State Primary Race
 WH: White, not Hispanic

Race/Ethnicity Determination: [dropdown]

Birth Country: [dropdown]

Date Entered US: [calendar icon]
 Date Entered US School: [calendar icon]
 Date Entered State School: [calendar icon]

Home Primary Language: [dropdown]
 Nickname: [text field]
 Comments: [text area]

Enter all applicable information into the Identity and Enrollment Detail editors. Then click Save.

These fields should only be completed if the student is eligible for LEP services.

Enrollment Tab

Much of the information DOE needs to complete its state and federal reporting comes from data fields found on the Enrollment Tab. Below you will find screen shots of the Enrollment Tab along with the required data fields and possible entries highlighted.

Summary Enrollments Flags Assessment Behavior Graduation Records Transfer Accountability

Save X Delete Print Enrollment

Enrollment Editor

Edit	Grade	Type	Calendar
	12	P	Alpena 36-
	11	P	Alpena 36-
	10	P	Alpena 36-

Enter the appropriate Grade Level for the student.

If this is a very young child attending preschool or receiving special education services through your school district you will need to use the following codes:
PK - attending a traditional preschool program.
EC - receiving special services.

Update at the end of year with the appropriate end action for the

Indicate whether this is:
P-Primary Enrollment
S-Partial Enrollment
N-Special Ed. Services
ONLY use the "N" status of Special Ed. Services when a student is attending a private school, but receiving SPED services through the public school district.

General Enrollment Information

Calendar
13-14 Alpena High School

*Start Date
8/21/2013

No Show ☐

Start Status
00: Current Student

Start Comments

NO NOT USE

If the enrollment has ended, the last day of attendance needs to be entered.

Schedule (read only)
Main

End Date

Grade
12

End Action

End Status

Class Rank Excluded ☐

*Service Type
P: Primary

01: Expelled, didn't return to any school
02: Discontinued education - dropped out
03: In-state School Transfer
04: Student graduated
05: Student died
06: Committed to institution
07: Reached maximum age for special-ed
08: Out-of-state School Transfer
09: Colony student > grade 8 - religious exemption
10: Student retained
11: Student continues
12: Persistently Dangerous Transfer
13: School Improvement Transfer
14: Home School Transfer
15: Suspended
16: Home School Completer
17: Discontinued education - completed GED
18: Discontinued education - exceeds compulsory age

Use this end status when a student is attending SD Human Services, State Penitentiary or the SD State Treatment Center (STAR).

Next Grade

Only after a student has completed their GED will you use the end status of 17: Discontinued education - completed GED.

State Reporting Fields

*Resident District
Alpena 36-1: 36001

*County
Jerauld

*Serving (Attending) District
Alpena 36-1: 36001

Enrollment Status

Homeless Status

Transportation Category

State Reporting Fields

*Resident District
Alpena 36-1: 36001

*County
Jerauld

Citizenship
1: US Citizen

*Serving (Attending) District
Childrens Home Society: 49320

Enrollment Status
P: Tuition Paid by District

*Percent Enrolled
100

Absent Days

Homeless Status

State Exclude ☐

First Year in Country ☐

LEP Status

Meal Status

Last Enrollment Information

Title 1 Reading ☐

Title 1 Vocational ☐

When the Resident and Serving School districts are not the same you **MUST** enter an Enrollment Status to indicate who is responsible for the tuition of this student. Possible enrollment codes are listed below.

B: Placed and Paid by Tribal
C: Contracting Student
E: Placed and Paid by DSS
G: Whole Grade Sharing
J: Placed and Paid by Correct
M: Parentally Placed in Private
O: Open Enrollment
P: Tuition Paid by District
T: Tuition Paid by Other
W: Tuition Waived

You **MUST** enter the % the student is enrolled in your school district. If the student is 100% enrolled in your school district, enter the digits 100. Do not use decimal points. If the student is dually enrolled in more than one school district, one of the enrollments must be greater than 50%.

1: US Citizen
2: Foreign Exchange Student
3: Immigrant

Title 1 Science ☐

Enrollment Status – Definitions

B: Placed and Paid by Tribal

- Used by BIE schools.

C: Contracting Student

- Use if your district contracts students to an out-of-state educational program or your district receives students from a contracting district.

E: Placed and Paid by DSS

- Use when the student is placed by the Department of Social Services.
 - If the student is a Foster Child placed with a family in your school district this Enrollment Status code SHOULD NOT be used. A Foster Child should be coded as any other resident student in your school district.

G: Whole Grade Sharing

- Refer to SDCL 13-15-31 (All school districts shall adopt the contract or agreement no later than February 1st of the school year proceeding the school year for which the agreement will take affect).

J: Placed and Paid by Corrections

- Use when the student is placed by the Department of Corrections (Most of these students will be at STAR Academy).

M: Parentally Placed in Private

- Use when the student is attending a private school.

O: Open Enrollment

- Use when a student lives in one South Dakota school district but chooses to attend another South Dakota school district.*
- Use for “cross-border” enrollments with North Dakota and Minnesota. **

P: Tuition Paid by District

- Use when the resident district is paying for the student’s placement in another school district/facility.
- Use for an Iowa student enrolling in South Dakota.**

T: Tuition Paid by Other

- Use for a South Dakota student enrolling in Iowa. **

W: Tuition Waived

- This code is used for students attending the School for the Blind.

Enrollment % Changes during the School Year

During the course of the school year a student's enrollment percentage may change for a number of reasons. A student may add a class, drop a class, or their resident district may have changed, etc. In order for ADM to be calculated correctly, it is important to maintain a history of all enrollment records with the different enrollment percentages.

When a change occurs that impacts the percentage of time a student is enrolled, the original enrollment record must be ended (using 11 – student continues) as the end status and a new enrollment record created with the new enrollment percentage. In order to maintain the schedule and attendance information, it is important to create the new enrollment first before ending the old enrollment. The creation of the new enrollment record is required to maintain the history of the student's enrollment records through the school year.

Open Enrollment

If at any time during the school year, a student who is Open Enrolled has a change of address which results in a change in their resident district, the previous enrollment record must be ended and a new enrollment record established to correctly identify the student's current resident school district and correct county of residency. Having this information correct is important for proper payment of State and County Apportionment funding (both are based on the resident district and/or county rather than serving district).

Enrollments for Jump Start Scholarship

For a student to be eligible for the Jump Start Scholarship, the student must graduate from high school in three academic years. Districts should progress the student through all grade levels (9, 10, 11 and 12) and the progressions should occur as the credits are earned. A student should not be exited from a high school with a 04: (student graduated) when their enrollment record shows that they are an 11th grader, as they must progress through all grade levels within three academic years.

Enrollments for Black Hills On-Line Learning

With the start of the 12/13 school year, the Rapid City based TIE (Technology & Innovation in Education) began offering an on-line learning opportunity for students who in the past were traditionally Home Schooled. This started as a K-8 on-line learning environment for the pilot year but has since expanded to include K-12.

For enrollment/state-aid purposes, these students are treated like every other "traditional" student in the district. For school districts agreeing to participate in this alternative education approach, the district is agreeing to be accountable for these students in all capacities just like every other student in their district. This means the student must be enrolled as of the last Friday in September for the school district to receive State Aid for that student. The school district is responsible for attendance, annual standardized testing, providing SPED services, etc. These students will be included in all Accountability determinations for the school and district that they are enrolled in.

For those districts accepting Open Enrolled students into this program, all normal open enrolled paperwork must be completed and on file.

Black Hills On-Line Learning and Infinite Campus

1. Students participating in this on-line program must have an enrollment record in Infinite Campus in

the general education calendar in the school that the student will be attached to. These students ARE NOT included in any Home School calendar.

2. The student will be coded as 100% enrolled.
3. This will be considered the student's Primary enrollment.
4. These students MUST be tested. You will need to work directly with Jan Martin, SD DOE Assessment Coordinator, to ensure all testing requirements are met.
5. Attendance is required however these students are to be entered with the absent/exempt attendance code. This needs to be set up in your attendance codes. See below screen print.

The screenshot displays the 'Attendance Codes' application interface. On the left, a navigation pane lists various system modules, with 'Attendance Codes' highlighted under the 'Attendance' category. The main workspace is divided into two sections. The top section, 'AttendanceExcuses Editor', features a table with two columns: 'Code' and 'Description'. The bottom section, 'AttendanceExcuse Detail', contains a form for editing an excuse. It includes input fields for '*Code' and '*Description'. Below these are two dropdown menus: 'Status' (currently set to 'Absent') and 'Excuse' (currently set to 'Unknown'). The 'Excuse' dropdown menu is open, showing the following options: 'Unknown', 'Excused', 'Exempt', and 'Unexcused'.

Enrollment Record of a student who is a resident within your school district and participating in Black Hills On-Line Learning

Kennedy, Marilyn K
Grade:05 #117181864 DOB:10/16/2001 Gender:F

Summary | **Enrollments** | Flags(formerly Programs) | Assessment | Behavior | Graduation | Records Transfer | Accountability

Save X Delete Print Enrollment History New

General Enrollment Information

Calendar: 12-13 Hot Springs Elem
 *Start Date: 08/20/2012
 No Show: ☐
 Start Status: 00: Current Student
 Start Comments:
 End Date:
 Main:
 End Action:
 End Status:
 End Comments:
 *Grade: 05
 Class Rank Exclude: ☐
 *Service Type: P: Primary

Future Enrollment

Next Calendar:
 Next Schedule Structure:
 State Reporting Fields

*Resident District: Hot Springs 23-2: 23002
 *County: Fall River
 Citizenship:
 *Serving (Attending) District: Hot Springs 23-2: 23002
 Enrollment Status:
 *Percent Enrolled: 100
 Absent Days:
 Homeless Status:
 Transportation Category:
☐ State Exclude
☐ First Year In Country
☐ Migrant Indicator
☐ Assessment Exemption
 Title 1:
☐ Title 1 Reading
☐ Title 1 Supporting Guidance
☐ Title 1 Social Science
☐ Title 1 Science
☐ Title 1 Vocational
☐ Title 1 Health/Dental/Eye Care
☐ Title 1 Math

All fields highlighted in Yellow **MUST BE** completed on the Enrollment Record.
 If the student is a Special Education student, the appropriate SPED fields must also be completed.

Enrollment Record of a student who is open enrolling into your school district to participate in Black Hills On-Line Learning

Kennedy, Marilyn K
Grade:05 #117181864 DOB:10/16/2001 Gender:F

Summary | **Enrollments** | Flags(formerly Programs) | Assessment | Behavior | Graduation | Records Transfer | Accountability

Save X Delete Print Enrollment History New

General Enrollment Information

Calendar: 12-13 Hot Springs Elem
 *Start Date: 08/20/2012
 No Show: ☐
 Start Status: 00: Current Student
 Start Comments:
 End Date:
 Main:
 End Action:
 End Status:
 End Comments:
 *Grade: 05
 Class Rank Exclude: ☐
 *Service Type: P: Primary

Future Enrollment

Next Calendar:
 Next Schedule Structure:
 State Reporting Fields

*Resident District: Arlington 38-1: 38001
 *County: Kingsbury
 Citizenship:
 *Serving (Attending) District: Hot Springs 23-2: 23002
 Enrollment Status: O: Open Enrollment
 *Percent Enrolled: 100
 Absent Days:
 Homeless Status:
 Transportation Category:
☐ State Exclude
☐ First Year In Country
☐ Migrant Indicator
☐ Assessment Exemption
 Title 1:
☐ Title 1 Reading
☐ Title 1 Supporting Guidance
☐ Title 1 Social Science
☐ Title 1 Science
☐ Title 1 Vocational
☐ Title 1 Health/Dental/Eye Care
☐ Title 1 Math

All fields highlighted in Yellow **MUST BE** completed on the Enrollment Record.
 If the student is a Special Education student, the appropriate SPED fields must also be completed.

Creating a Black Hills On-Line Learning Flag

In order to track which students are participating in Black Hills On-Line Learning, we have created a flag on the State Edition of Infinite Campus. We also need you to create the same flag on your District Edition of Campus. When creating this flag you must enter the name, code and description exactly as the state has entered it. In doing this, it will flag all students that are participating in the program. The path to follow in creating the flag is >Programs>Flags>New

Once you have saved your flag, you will then attach that flag to each student that is participating in the program. To attach the flag, you bring up each student and go to his or her flags tab. Once you are on their flags tab, click on new, enter the flag named BHOLL, and enter the start date (enrollment start date). Once that is completed, you will see the flag for the students located at the top of the screens.

Cross Border Enrollment Agreements

The South Dakota Department of Education has negotiated enrollment agreements with three bordering states: North Dakota, Minnesota and Iowa. Copies of these agreements can be found on the DOE website: <http://doe.sd.gov/ofm/openenrl/crossborder/index.asp>.

Our agreements with both North Dakota and Minnesota are “open enrollment” type programs and allow students to choose cross border attendance. Once approved by the receiving school district, the eligible students are allowed to enroll in the neighboring state without the permission or any financial obligation of their resident district. Students are counted for funding purposes in the state in which they are enrolled. The reconciliation process of counting how many students come and go from each state is determined by the State Education agencies. Only students whose resident district is a “bordering” school district are eligible for this “cross border-open enrollment” arrangement. For student reporting purposes, please see the below examples:

MN or ND student enrolling in SD		SD student enrolling in MN or ND	
Resident district	99086	Resident district	25003
Attending district	25003	Attending district	99085 or 99086
Enrollment status	“O” open enrolled	Enrollment status	“O” open enrolled
% of day enrollment	100%	% of day enrollment	100%

Agreement with Iowa

Our agreement with Iowa is not an “open enrollment” type program. This agreement set a standard and uniform amount of tuition to be paid for each student that may be placed out of district/state by their resident district. This agreement does not allow for students to move freely between South Dakota and Iowa – the permission of the resident school district is required and tuition (the amount of this tuition is based on our inter-state agreement) will be paid by the resident district to the attending district.

IA student enrolling in SD		SD student enrolling in IA	
Resident district	99087	Resident district	61001
Attending district	61001	Attending district	99087
Enrollment status	“P” tuition paid by district	Enrollment status	“T” tuition paid by other
% of day enrollment	100%	% of day enrollment	100%

Overlapping Enrollments

Overlapping enrollments are permissible for up to 90 consecutive days according to South Dakota Administrative rule 24:17:03:05 if the student is dually enrolled at any of the following entities:

Short Term Group Care

1. **Keystone Treatment Center – Canton – 41001**
2. **Chief Gall Alternative – Adolescent Treatment Center – Aberdeen – 06901**
3. **Our Home Rediscovery – Huron – 02002**
4. **Volunteers of America – Shelter Care – Sioux Falls – 49005**
5. **Volunteers of America – Adolescent Treatment – Sioux Falls – 49005**
6. **Volunteers of America – New Start – Sioux Falls – 49005**

JDC’s (Juvenile Detention Centers)

1. **Aberdeen JDC – 06001**
2. **Huron JDC – 02002**
3. **Pierre JDC – 32002**
4. **Rapid City JDC – 51004**
5. **Sioux Falls JDC – 49005**
6. **Walworth County (Selby) JDC – 62005**
7. **Wanbli Wiconi Tipi (Todd County) JDC - 66001**

Resident District – is to keep the student enrolled at 100% with the Service Type field marked as P: Primary. The resident district needs to track how long the student is placed at the Short Term Group Care or JDC facility and must drop the student at the resident district on the 91st consecutive school day if the student is still attending the Short Term Group Care or JDC facility.

Attending District – will create an enrollment record showing their district as both the Resident and the Serving/Attending district for the period in which the student is attending the Short Term

Group Care or JDC facility. The Percent Enrolled field should be marked as 100% and the Service Type field should be marked as S: Partial.

***This will allow for State Aid to be paid to both the Resident and the Attending District if the student is dually enrolled in both districts on the last Friday in September.

Homeless and Unaccompanied Youth

A student of any age may be an unaccompanied youth. When determining whether a student qualifies as McKinney-Vento eligible also determine whether the student is unaccompanied. If the student is unaccompanied, indicate that on the enrollment form.

Definition - An unaccompanied homeless youth is a youth who meets the definitions of unaccompanied youth and homeless included in the McKinney-Vento Homeless Assistance Act (42 USC §§11431-11435, 2001).

- The Act defines unaccompanied youth as, “a youth not in the physical custody of a parent or guardian” (42 USC §11434a(6), 2001). This means that the youth is not living with a parent or guardian, and includes youth who are residing with a caregiver who does not have legal guardianship and youth who are living on their own.
- The McKinney-Vento Act defines homeless children or youth as, “individuals who lack a fixed, regular, and adequate nighttime residence.”

To be eligible for services under the McKinney- Vento Act as an unaccompanied homeless youth, the student must lack a fixed, regular, and adequate nighttime residence, and not be in the physical custody of a parent or guardian.

Age Restrictions - The McKinney-Vento Act includes no program-specific age requirements to qualify as an unaccompanied homeless youth. Thus, if a youth is eligible for K-12 public education in South Dakota, he or she may be enrolled and served as an unaccompanied homeless youth.

The screenshot shows a portion of a student enrollment form. At the top, there are fields for 'Citizenship', 'Gifted' (with a dropdown set to 'N: No'), and '504 Plan'. Below these is a field for '*Percent Enrolled' set to '100' and an 'Absent Days' field. The 'Homeless Status' dropdown menu is open, showing options: 'D: Doubled Up/Sharing Housing', 'E: Emergency/Transitional Shelter', 'H: Hotels/Motels', and 'U: Unsheltered'. A red callout bubble points to this menu with the text: 'If the student has been identified as homeless by the Homeless Liaison in your district, the appropriate housing situation need to be identified here.' To the right, the 'Unaccompanied Youth' checkbox is present. A red callout bubble points to it with the text: 'For a student qualify for "Unaccompanied Youth". a student must lack a fixed, regular, and adequate nighttime resident, and not be in the physical custody of a parent or guardian.' At the bottom, there are several checkboxes for 'Title 1' services: 'Title 1 Reading', 'Title 1 Supporting Guidance', 'Title 1 Social Science', 'Title 1 Science', 'Title 1 Vocational', 'Title 1 Health/Dental/Eye Care', and 'Title 1 Math'.

Title I

If your school is a **School-Wide** Title I school you do not need to update the Title I fields in Infinite Campus. The DOE will provide the list of School-Wide Title I schools to Infinite Campus and they will flag each student as receiving Title I services.

If your school is a **Targeted Assisted** Title I school, it is your responsibility to update the below fields on the Enrollment Tab for each of the students in your school who are receiving Title I services.

Title 1

★ 10/04/2010 Y: Yes

☐ Title 1 Reading ☐ Title 1 Supporting Guidance ☐ Title 1 Social Science ☐ Title 1 Science

☐ Title 1 Vocational ☐ Title 1 Health/Dental/Eye Care ☐ Title 1 Math

If your school is a **Targeted Assisted Title I** school you will need to update these fields and also indicate the Title I Services the student is receiving by placing a check mark in all applicable boxes.

When a student transfers from one district to another or from one school to another school within the district, the Title I status does not transfer. It is the responsibility of the receiving school to update these fields.

Verification Reports

There are a couple of different Verification Reports that are available for you to run. The first report is under> Student Information>General>Reports>State Enrollment Verification. You will be able to select enrollment fields that you can compare between the district and the state.

The other report is located under System Administration>Data Interchange>Verification. This report will show that accuracy for enrollments and person identity for your students. You can rerun this report as many times as you like to. It is a good report to run at least once a month to double check that all enrollments are syncing to the state.

Something to remember: A great time to run both of these verification reports would be prior to the State Aid Count (Oct. 15th), Child Count (Dec. 1st), and before the 2nd Friday of June.

FRAM (Free and Reduced Priced Lunch)

The Eligibility tool under FRAM (Index>FRAM>Eligibility) shows a student's eligibility for receiving free or reduced-price meal services. Eligibility records are updated when a household applies for benefits, generally at the start of a school year or during the school year. When a household is approved for free or reduced meal benefits, student eligibilites are active for the current school year, plus an additional 30 days into the next school year.

Eligibility Editor

Eligibility	State Code	Certified Type	Start Date	End Date	School Year
Reduced	R	Income	08/25/2010	09/28/2011	10-11

All fields in RED must be entered.

Eligibility Detail

*Eligibility: Reduced
 *Certified Type: Income
 Application Name:
 *School Year: 10-11
 *Start Date: 08/25/2010
 *End Date: 09/28/2011
 Reference Number:
 State Eligibility Code: R : Reduced

Eligibility for Free/Reduced Priced Lunch are entered through one of the following methods:

- **Manually Entered Eligibilities** – New eligibility records can be created manually on the Eligibility tool. This method is most often used when a district does not use the FRAM (Application Wizard)
- **Updated/Imported Eligibilities** – Existing student eligibilities can be imported to the Eligibility tool through use of the Eligibility Import Wizard. The Eligibility Import Wizard may have been used to upload direct certification files received from the state.
- **Auto-Populated Eligibilities** – When a FRAM application is processed through the (Application Wizard), the resulting eligibility will be directly populated from the wizard to the Eligibility tool. These records will display as read-only information that cannot be modified or deleted.

Additional information on how to enter your Free/Reduced Price information into Infinite Campus can be found on the Campus Community.

Community Eligibility Provision in Infinite Campus

The Community Eligibility Provision (CEP) provides an alternative approach for offering school meals to districts and schools in low income areas, instead of collecting individual applications for free and reduced price meals.

The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs. The CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications. If your district is participating in CEP, you will need to complete Steps 1 and 2 listed below.

Step 1: School needs to go into Infinite Campus and update the USDA Programs information. Pathway is: System Administration>Resources>School

Pathway is System Administration>Resources>School.

According to Sandra Kangas, there is no Provision 4. We will ask IC to change Provision 4 on the current dropdown menu to CEP.

Additional years need to be added to dropdown. Right now selection options only go to 14-15. We don't want this tied to calendar years in the product as we have trained districts to not enter future years to avoid rollover issues.

Schools will need to update the USDA Programs area of Infinite Campus with the appropriate information. Schools will enter their base year as 14-15 if beginning the CEP in 14-15. Provision End Year will be 4 years later or school year 18-19.

Step 2: School is responsible for updating each student's FRAM tab with their lunch eligibility status. Pathway is: Student>FRAM>Eligibility

Free/Non-Direct/Income = Community Eligibility Provision or Provision II or Provision III

Infinite Campus District Edition Sandbox Test Site All Calendars Log Off

Index Search Help

Quest, Johnny
Grade: 12 #13010003 DOB: 02/12/2012 Gender: F

Eligibility

Save New Delete

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Free	F	Income	09/05/2013	09/26/2014

Eligibility Detail

*School Year: 14-15 *Start Date: 08/18/2014 *EndDate: 05/29/2015 Application Name: Reference Number:

*Eligibility Type: Meal *Eligibility: Free *Source: ☒ Non-Direct ☐ Direct *Certified Type: Income

State Eligibility Code: No State Code

Above record would indicate a student who is receiving a Free Lunch due to being enrolled in a school offering the CEP (Community Eligibility Provision) or Provision II or Provision III.

Free/Direct/SNAP (or TANF, Foster Child, Homeless, Migrant) = Direct Certification process

https://sis1.ddncampus.net/campus/main.xsl Google

Infinite Campus District Edition Sandbox Test Site All Calendars Log Off

Index Search Help

Quest, Johnny
Grade: 12 #13010003 DOB: 02/12/2012 Gender: F

Eligibility

Save New Delete

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Free	F	Income	09/05/2013	09/26/2014

Eligibility Detail

*School Year: 14-15 *Start Date: 08/18/2014 *EndDate: 05/29/2015 Application Name: Reference Number:

*Eligibility Type: Meal *Eligibility: Free *Source: ☐ Non-Direct ☒ Direct *Certified Type: SNAP

State Eligibility Code: No State Code

Above record would indicate a student who was on the Direct Certification list received from DSS to indicate they are receiving SNAP and/or TANF benefits and therefore eligible for Free Lunch.

If student is a Foster Child, Homeless or Migrant student, the appropriate selection should be selected from the list as these students are also Direct Certified.

Free/Non-Direct/Income = Normal application process

https://sis1.ddncampus.net/campus/main.xml

Infinite Campus | District Edition | Sandbox Test Site | All Calendars | Log Off

Index Search Help

Student

Search Students Go

Advanced Search

06 Agg, Mary #1320003 [01/05/2002]
 12 Agg, Tim #13010004 [07/26/1995]
 07 Data, Dora #13030001 [06/01/2001]
 09 Data, Ned #13030002 [02/26/1999]
 06 Donut, Dunkin #1320001 [04/04/2000]
 04 Donut, Glaze #1320002 [10/27/2004]
 03 Drier, Bert #1320004 [09/16/2005]
 08 Drier, Sue #13030003 [01/05/1999]
 11 Fog, Sidney #13010005 [11/12/1996]
 01 Nimble, Jack #1420001 [03/01/2007]
 03 Nimble, Sue #1420002 [02/08/2005]
 11 Quest, Hadji #13010001 [01/08/1997]
 10 Quest, Hadji J #14010001 [01/08/1997]
 12 Quest, Johnny #13010003 [02/12/1997]
 09 Sunn, Sam #14010002 [03/02/1997]

Quest, Johnny

Grade: 12 #13010003 DOB: 02/12/2012 Gender: F

Eligibility

Save New Delete

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Free	F	Income	09/05/2013	09/26/2014

Eligibility Detail

*School Year: 14-15 *Start Date: 08/18/2014 *EndDate: 05/29/2015 Application Name: Reference Number:

*Eligibility Type: Meal *Eligibility: Free *Source: Non-Direct *Certified Type: Income

State Eligibility Code: No State Code

Above record would indicate a student who went through the normal application process and is receiving Free Lunch.

Reduced/Non-Direct/Income = Normal application process

https://sis1.ddncampus.net/campus/main.xml

Infinite Campus | District Edition | Sandbox Test Site | All Calendars | Log Off

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- Course Codes
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- FRAM
 - Eligibility
 - Letter Editor
 - Eligibility End Date Wizard
 - Eligibility Import Wizard
 - FRAM Preferences
 - Income Guide

Quest, Johnny

Grade: 12 #13010003 DOB: 02/12/2012 Gender: F

Eligibility

Save New Delete

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
13-14	Meal	Free	F	Income	09/05/2013	09/26/2014

Eligibility Detail

*School Year: 14-15 *Start Date: 08/18/2014 *EndDate: 05/29/2015 Application Name: Reference Number:

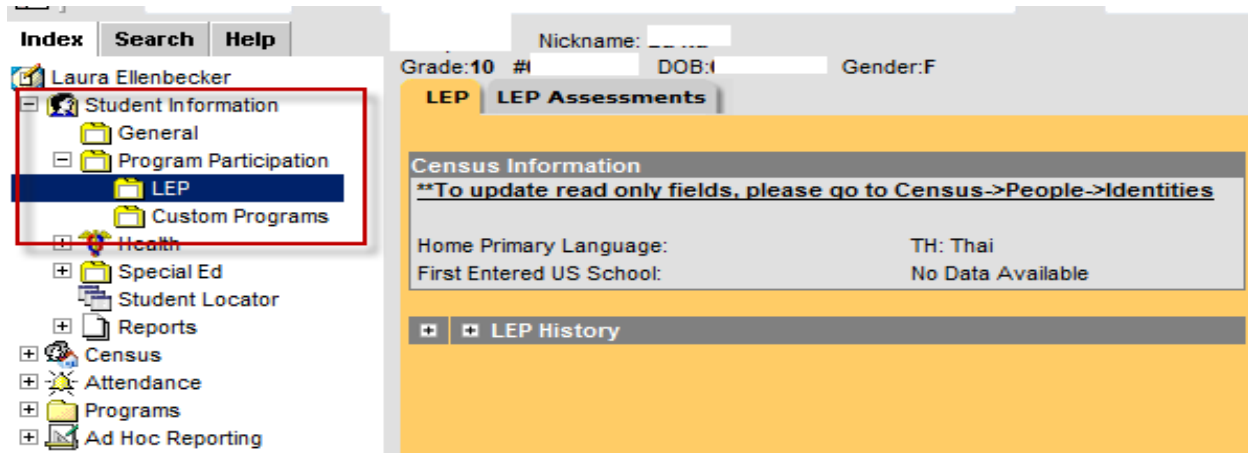
*Eligibility Type: Meal *Eligibility: Reduced *Source: Non-Direct *Certified Type: Income

State Eligibility Code: No State Code

Above record would indicate a student who went through the normal application process and is receiving a Reduced Price Lunch.

LEP (Limited English Proficient) aka ELL (Early Language Learner)

The LEP information is now located on its own tab under: Index>Student Information>Program Participation>LEP.



Creating an LEP Record

1. Ensure the Home Primary Language and First Entered US School fields are populated on the student's Identities tab. Only the Home Primary Language field is required in order to create a LEP record however, users are highly encouraged to also enter the date First Entered US School.

A screenshot of the 'Identities' tab in a software application. The form contains various fields for student information. At the top, there are tabs for 'Demographics', 'Identities', 'Households', 'Relationships', 'Enrollments', and 'District Employment'. The 'Identities' tab is active. Fields include: 'Save' and 'New' buttons; 'Testa' (Name), 'Martha' (First Name), 'Hunyadi' (Last Name); '*Gender' (Female), 'Birth Date (Age: 57)' (10/05/1953), 'Soc Sec Number'; 'Race/Ethnicity (Edit)' section with 'Race/Ethnicity: 01', 'Federal Designation: 6:White', 'Race(s): White', 'Hispanic/Latino: N:No', 'Race/Ethnicity Determination: 04:Unknown'; 'Birth Country' (US: United States of America); 'Date Entered US' and 'Date Entered US School' (both highlighted in yellow); 'Home Primary Language' (120: ALSATIAN GERMAN, highlighted in yellow); 'Nickname', '*Effective Date' (07/29/2008, highlighted in yellow); and a 'Comments' text area.

2. On the LEP Tab, select a Program Status. This value indicates the student's current LEP status.
 - LEP - Student is currently receiving LEP services.
 - Exited LEP - Student has exited the LEP program.
 - Pending - Student has been identified as possibly needing LEP services by the school but no formal LEP determination has been conducted.
 - Not LEP - The student is not eligible/does not require an LEP program.

Index Search Help

Brown, John
Grade: 10 #116312001 DOB: 01/06/1996 Gender: M

LEP LEP Assessments

Save X Delete

Active LEP Record

*Program Status: LEP

Identified Date: 01/09/2012

Expected Exit Date:

Program Exit Date:

Parent Notified:

Parent Declined:

Comments:

- Modified by: Ellenbecker, Laura 03/26/2012 08:47

Census Information

****To update read only fields, please go to Census->People->Identities**

Home Primary Language: CS: Czech

First Entered US School: No Data Available

3. If the student has taken an Initial Determination test (WAPT test) and was found eligible, enter the Identified Date. This date should reflect the date the student took the test and was identified as eligible for LEP services.
4. If the student is eligible and currently receiving LEP services, you can enter the Expected Exit Date. (This is not a required field) This is the date the student is expected to exit the LEP program.
5. If the student is exiting the LEP program and will no longer receive LEP related services, enter the Program Exit Date. The student will no longer be reported as LEP on state or district reports. Federal reporting continues to track LEP students for two years beyond the date entered in this field.
6. If the student took the Initial Determination test (WAPT test), enter the Parent Notified date. This is the date the letter was sent to the student's parent(s) indicating test results and if the student is eligible or not eligible for LEP services.
7. If the student's parent(s) were notified and refused LEP services, mark the Parent Declined checkbox.
8. Enter any Comments about the student's LEP record.
9. Select the Save button.

Records Transfer Process

In order to eliminate unnecessary data entry and to ensure all student data is properly transferred from one district to another it is vital that districts use the Records Transfer process within Infinite Campus.

A records transfer request is prompted of the user immediately after the student is enrolled through the Student Locator tool but a request may be performed at any time. The State Edition database must have a record of the student's former enrollment and his/her stateID number to deliver a records transfer request. The pathway within Infinite Campus is as follows: Student Information>Student Locator (not directly accessible, part of process) The Student Locator process prompts the user to request a student's records after saving an enrollment.

Requesting Records Through the Student Locator

Student Records Transfer

Request a Records Release
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student:		Enrollment Type: Primary			
Last Name	Student	First Name	Sample	Middle Name	S
Gender	M	Birthdate	07/10/1992	SSN	
Grade	12	School	Alpena HS	Start Date	08/24/2011

Requesting District & User					
District	Pierre	Name	Pierre Registrar	Username	PRegistrar
Request Date	08/25/2011	Work Phone	605-224-0000	Email	pregistrar@stat

Comments:
Sample Student just enrolled in our school district. Please transfer his records.

Click this button to request records from the student's former district immediately. Or, request records at a later time by navigating to another tool in the Index.

Submit Request

Clicking the Submit Request button will initiate a request for the student's records. After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a "Waiting" status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended. As a courtesy to your fellow districts, please respond to all requests for transfer within 5 business days.

Requesting Records Through the Records Transfer Tab

A records transfer may be requested at any time after the student has been enrolled. The pathway within Infinite Campus is Student Information>General>Records Transfer Tab. On the Records Transfer tab of the student, select the New State Transfer Request icon and click the Submit Request button as shown below.

sample, student SE

Grade: 12 #08345823 DOB: 07/10/1992 Gender: M

[Fees](#)
[Lockers](#)
[No Shows](#)
[Graduation](#)
[Athletics](#)
[AdHoc Reports](#)
[Waiver](#)
[Records Transfer](#)

New State Transfer Request

Transfers

Request Date	Name	Status	Requesting District	Releasing District

Records Transfer Sample Student

Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district and they will be given the opportunity to release their records. Only an exact student match can yield a release, so it is a good idea to call the district to confirm this student was enrolled there and to let them know to expect a release request.

Student: **Enrollment Type:** Primary

Last Name	Student	First Name	Sample	Middle Name	S
Gender	M	Birthdate	07/10/1992	SSN	
Grade	12	School	Alpena HS	Start Date	08/24/2011

Requesting District & User

District	Pierre	Name	Pierre Registrar	Username	PRegistrar
Request Date	08/25/2011	Work Phone	605-224-0000	Email	pregistrar@

Comments

Sample Student just enrolled in our school district. Please transfer his records.

Submit Request

After a request is made, the Process Inbox and the student Records Transfer tab of the requesting district will both display a "Waiting" status until the former district responds with the records. During this time, the new district will have no indication of which district the student previously attended.

For additional information on the Records Transfer process, please see the documentation available within the Infinite Campus Community at:

https://community.infinitecampus.com/kb/download/attachments/3309949/TR_StudentRecordsTransfer1109.pdf

CRITERIA FOR FALL ENROLLMENT – STATE AID

- Students must be enrolled on the last Friday in September. Students who exit or fail to return to school by this date and students enrolling after this date WILL NOT be included.
- Students enrolled for any percent of the day will be included. Only whole numbers are to be entered in the Percent Enrolled field.
- Enrollment in home school is not included in the Fall Enrollment – State Aid count.
- Students assigned out of district but for whom the district pays a tuition cost for are included.
- Out of state students (except for open enrolled students from ND and MN) are excluded from the Fall Enrollment – State Aid count.
- Open enrolled students are included in the count for the school or district in which they are enrolled and served.
- Fall Enrollment – State Aid count is applicable to public school districts only.
- Enrollment in Pre-School is not included in the Fall Enrollment State Aid count.

CRITERIA FOR FALL ENROLLMENT – CENSUS COUNT

- Students must be enrolled on the last Friday in September. Students who exit or fail to return to school by this date and students enrolling after this date WILL NOT be included.
- Students must be enrolled greater than 49% to be included in the Fall Enrollment – Census Count.
- Enrollment in home school is not included in the Fall Enrollment – Census Count.
- Open enrolled students are counted in the school in which they are enrolled and served.
- Out of state students enrolled in South Dakota schools are included in this count.
- Enrollment in Pre-School IS included in the Fall Enrollment Census Count.

RACE/ETHNICITY

Beginning with the 2010-2011 school year, the SD DOE was required to collect and report Race/Ethnicity data in accordance with new standards issued by the Office of Management and Budget in 1997.

Within Infinite Campus, Race/Ethnicity data is located on the student's Identities Tab located at Census>People>Identities as shown below.

sample2, student
 Grade:02 #083458231 DOB:12/20/1997 Gender:M

Demographics **Identities** Enrollments Distr

Save New

Identities Editor

Identity	Current	Effective Date
sample2 , student	X	07/09/2008

Identity Information

PersonID 301680

*Last Name *First Name Middle Name

sample2 student

*Gender *Birth Date (Age: 12) Soc Sec Number

Male 12/20/1997

Race/Ethnicity (Edit)

State Race/Ethnicity: WH:White, not Hispanic

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination:

To help districts manage this change in the most efficient manner, the previous Race/Ethnicity data was converted within the system to the new format. If the data in Infinite Campus does not match the information you have gathered from the household on your Enrollment Forms, you will need to edit the information within Infinite Campus. To get started, click on the Edit field which is circled in the diagram above.

The following 2 question format will appear as shown below. **BOTH QUESTIONS MUST BE ANSWERED.**

sample2, student
Grade:02 #083458231 DOB:12/20/1997 Gender:M

Demographics Identities Enrollments District

Save New

Identities Editor

Identity	Current	Effective Date	
sample2 , student	X	07/09/2008	12/

Identity Information

PersonID 301

*Last Name *First Name
sample2 stu

*Gender *Birth Date
Male 12/

Race/Ethnicity

*Is the individual Hispanic/Latino?
N: No

*Is the individual from one or more of these races?
(check all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☒ White

*State Primary Race
WH: White, not Hispanic

Race/Ethnicity Determination
01: Parent Identified

01: Parent Identified
02: Student Identified
03: Observer Determined
04: Unknown

US School

Questions 1 & 2 MUST both be completed.

Question 1:
Y: Yes - Student IS Hispanic or Latino.
N: No - Student IS NOT Hispanic or Latino.

Question 2:
The student's race is entered here. If the student is multi-racial, check all that apply.

This field will auto populate based upon the data entered in Question 2.

Enter how the Race/Ethnicity Determination was made. If the parents/guardian of the student refuses to self-identify, it will be the school district's responsibility to use "Observer Identification".

RACE/ETHNICITY DESIGNATION FOR HOME SCHOOL STUDENTS

The Application for Public School Exemption Certificate form was recently updated to remove the race/ethnicity question due to the state having no legal authority to collect this information on Home School Students. The issue is that you are unable to save the enrollment record in Infinite Campus without having the above fields completed. The decision was made to instruct school districts to use their best guess on the race/ethnicity of the home school student in order to get the record to save. The DOE does not report the race/ethnicity of Home School students on any state or federal reports therefore the accuracy of this particular piece of data is not critical. If the student is dually enrolled in the public school district for any services/classes, then the student's correct race/ethnicity must be reported on the student's Identities Tab.

TRANSFER OF STATE REPORT FIELDS

A process is in place on the South Dakota District Edition of Infinite Campus that transfers several State Reporting fields on the student's enrollment when an individual student transfers within South Dakota. We have defined the process as to which state reporting elements transfer/do not transfer in the below scenarios.

1. **Same Year, same district:** during the same school year, a student re-enrolls in a school or transfers to a different school that is part of the same district. (e.g. student in 12-13 school year at Aberdeen District drops out of Central HS and re-enrolls during the 12-13 at Central HS, or student in 12-13 school year at Aberdeen District C.C. Lee Elementary transfers to 12-13 school year at Aberdeen District Simmons Elementary)
2. **Same year, different district:** during the same school year a student transfers to a different district that is part of South Dakota schools on Infinite Campus. (e.g. student in 12-13 school year at Aberdeen District C.C. Lee Elementary transfers to 12-13 year at Pierre District Jefferson Elementary.
3. **Different year, same district:** during the next school year a student re-enrolls in a school or transfers to a different school that is part of the same district. (e.g. student in the 11-12 school year at Aberdeen district drops out of Central HS and re-enrolls during 12-13 at Central HS, or student in the 11-12 school year at Aberdeen District C.C. Lee Elementary transfers to 12-13 school year at Aberdeen District Simmons Elementary). Only data from the school year directly before the current year will transfer.
4. **Different year, different district:** during the next school year, a student transfers to a different district that is part of the SD schools on Infinite Campus. (e.g. student in the 11-12 school year at Aberdeen District C.C. Lee Elementary transfer to 12-13 school year at Pierre District Jefferson Elementary) Only data from the school year directly before the current year will transfer.

Below are the fields from the State Reporting section of the student's enrollment that transfer/do not transfer in certain scenarios. Each of fields are listed below and it is stated whether the field should or should not transfer in each of the four transfer scenarios outline below.

- Homeless Status – status
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER
- Migrant Indicator – checkbox
 - Same year, same district: TRANSFER
 - Same year, different district: DO NOT TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- First Year in Country – checkbox
 - Same year, same district: TRANSFER
 - Same year, different district: : TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: : DO NOT TRANSFER

- LEP – Current: Date, Status & Primary Language
 - Same year, same district: TRANSFER
 - Same year, different district: : TRANSFER
 - Different year, same district: TRANSFER
 - Different year, different district: TRANSFER

- Meal Status – Current: Date & Status
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- Title I – Current: Date, Yes/No, All Title 1 checkboxes
 - Same year, same district: DO NOT TRANSFER
 - Same year, different district: DO NOT TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- Unaccompanied rolling:
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: DO NOT TRANSFER
 - Different year, different district: DO NOT TRANSFER

- Gifted rolling:
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: TRANSFER
 - Different year, different district: TRANSFER

- 504 Box
 - Same year, same district: TRANSFER
 - Same year, different district: TRANSFER
 - Different year, same district: TRANSFER
 - Different year, different district: : TRANSFER

SOCIAL SECURITY NUMBERS

While it is not required, the Department of Education strongly encourages districts to report the student's Social Security Number (SSN) within Infinite Campus. The SSN number is used as matching criteria for the ACT match and for matches with the Department of Social Services for the Direct Certification process and the Medicaid Administrative Claiming process. When the SSN is available, it provides for a more reliable match which helps to ensure that school districts get the maximum funding allowed and students receive the benefits they are entitled to.

Within Infinite Campus, the Social Security field is located on the student's Identities Tab located at Census>People>Identities as shown below.

The screenshot shows the 'Identities Editor' for a student named 'claus, santa'. At the top, there are tabs for 'Demographics', 'Identities', 'Enrollments', and 'District Employment'. Below the tabs, there is a 'Save' button circled in red. A red arrow points from a callout box to the 'Soc Sec Number' field. The callout box contains the text: 'Enter the SSN and then hit SAVE.'

Identity	Current	Effective Date	Birth Date
claus, santa	X	05/06/2010	12/25/2000

Identity Information			
PersonID	340555		
*Last Name	*First Name	Middle Name	Suffix
claus	santa		
*Gender	*Birth Date (Age: 9)	Soc Sec Number	
Male	12/25/2000		

IMMUNIZATIONS

Immunization records can now be printed on a H.S. transcript. The Board of Regents asked for this enhancement, as they regularly have to ask the districts for immunization records. Our suggestion for entering this information is to enter immunization for the incoming KG and also for the current seniors. You could then enter two grades a year until you are caught up. This would help to bypass the situation where schools are asked to respond on a case-by-case basis.

FORMER STUDENTS WHO ARE NOW PARENTS OR STAFF MEMBERS

- Find the students State ID number and copy and paste that into the Comments Section on the Demographics tab. This way you will have it for your records.
- Go to their census page and take out the Local Student Number and save. If the Local Student Number is grayed out, you will need to submit a ticket to Support so they can update it on the backend.
- Go to their enrollment record to see when their end date was for graduation and make that the end date as a member to their parent's household.
- Go to the relationships tab and uncheck all parent/guardian information to the former student and their guardians.
- Delete any doctor or emergency contact relationships from when the former parent was a student and no longer needed.
- You can keep the history of the parent household and the relationship history of parents/grandparents/siblings.
- If the former student has a new name go to the Identities Tab and click on New and type in the new

name and comment as to why.

- Make a new household for this former student and their new child and setup like any other household.

REQUIRED DATA ELEMENTS FOR UPLOAD SCHOOL DISTRICTS

CALENDARS

Prior to uploading a file, a calendar for each attendance center including Home School for the current year and all required grade levels for that calendar must be setup within the SD State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted.

STUDENT ENROLLMENTS

Upload districts must utilize the most current File Interface Specifications when uploading their Fall Enrollment data into the State Edition. The file specs can be found on the DOE website at http://doe.sd.gov/ofm/documents/SIMS_SpecsforInfiniteCampus.pdf. Please see the previous guidance provided regarding unique enrollment situations.

SECTION II – STUDENTS WITH DISABILITIES DECEMBER CHILD COUNT

NEW REQUIREMENTS FOR SPECIAL EDUCATION REPORTING AND CHILD COUNT SUBMISSION

Based on feedback from Special Education Directors, we are changing how public school districts report students with disabilities who are placed out of district to receive their educational services. This change is effective for the 2014/2015 school year. Making this change will enable public school districts to run a South Dakota Child Count report out of Infinite Campus that will include all students for whom they are financially responsible for and who should be included on their Child Count.

IMPORTANT: Students with Disabilities who are placed out of district must continue to have an enrollment record submitted by the serving school. This is needed as DOE is required to have a census student count for each student in the facility in which are served and also a count for general state aid fall enrollment. This change **ONLY** impacts the enrollments of SPED students. There will be no change for how private schools, agencies, or other entities enroll students.

To accommodate this change, DOE has created a new school and Infinite Campus has pushed the school down to the public school districts. The school number is 97 and the name of the school is: Sped Out of District Placement. In order to see this school in your drop down, you will need to create a calendar for it. This calendar should compare with the rest of the schools within your district.

The screenshot shows the 'Calendar Wizard' interface. On the left is a navigation menu with 'Index', 'Search', and 'Help' at the top. Below these are links: 'Ad Hoc Reporting', 'User Communication', 'Assessment', 'System Administration' (expanded), 'Auditing', 'Batch Queue', 'Calendar' (expanded), 'Calendar Wizard' (highlighted), and 'School Years'. The main content area has a title bar 'Calendar Wizard' and a subtitle 'Copy, Rollforward, or Create new Calendar-linked Data'. Below this is a note: 'This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.' The 'Select Wizard Mode' section contains three radio button options: 'Create new blank Calendars' (selected), 'Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).', and 'Copy data into Existing Calendars'. At the bottom right are '< Back' and 'Next >' buttons.

Year: 14-15 District: Alpena 36-1 (36001) School: All Schools

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an exist
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow d

Edit Calendar Attributes for new Calendars

Year: 14-15

Name Template: [year][schoolname]

Number:

*Start Date: 8-18-2014

*End Date: 5/15/2015

Run Wizard

Select Schools

- Alpena Elem
- Alpena Hi Sch
- Alpena Jr. High
- Alpena Sr. High
- Home School(99)
- Out of State/Private School
- Private School
- Sped Out of District Placement**
- Summer School

CTRL-click and SHIFT-click for multiple

< Back Next >

Once you have entered your dates and selected the school, you will need to run the wizard.

You will need to enter a start and end date.

Select the "Sped Out of District Placement" school.

Once the wizard is done running, go to Calendar tab. Verify that your dates are correct. The next step is to enter grade levels. You will need to enter EC-12.

it Alpena 36-1 (36001) School: Sped Out of District Placement Calendar: 14-15 Out District Placement

14-15 Out District Placement

Calendar Grade Levels Schedule Structure Days

+ New

Name	Seq
EC	2
PK	3
KG	4
01	5
02	6
03	7
04	8
05	9
06	10
07	11
08	12
09	13
10	14
11	15
12	16

You will need to include all grade levels in this school/calendar

All students enrolled in this new school, must be identified as a special education students and be placed out of district. If the public school district is responsible to ensure the student is provided FAPE (Free and Appropriate Education) and they are assigned out of district, the student should be reported in this new school. The student will be enrolled in the Sped Out of District Placement school as follows:

Key Data Fields

- percent enrolled = 1%,
- Service Type of "N", Serving (attending) District = identify the school in which the student is placed and

- Enrollment Status = “P – tuition paid by district”.

The Out of District Placement facility will enter an enrollment record as they have previously and the student will be enrolled 100%. This will cause an overlap, but DOE will accommodate that for students in the Sped Out of District school.

Kennedy, Marilyn K BHOLL
 #117181864 DOB: 10/16/2001 Gender: F

Enrollments | Summary | Flags | Assessment | Behavior | Graduation | Transfer | Accountability

Save Delete Print Enrollment History New

Calendar 14-15 Out District Placement
 *Start Date: 8/20/2014 No Show: ☐ End Date: End Action: End Status:
 Start Status: 00: Current Student
 Start Comments: End Comments:

Schedule (read only) *Grade: 07 Class Rank Exclude: ☐
 *Service Type: N: Special Ed Services

Future Enrollment
 Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields
 *Resident District: Alpena 36-1: 36001 *County: Jerauld Citizenship: 1: US Citizen Gifted: N: No 504 Plan: ☐
 *Serving (Attending) District: Childrens Home Society: 49320 Enrollment Status: P: Tuition Paid by District *Percent Enrolled: 1 Absent Days:
 Homeless Status: Where the student is being served: If the district is paying the tuition: Transportation Category:

Percent enrolled will be 1%.

The special education information should also be completed to report and reflect ALL the services that are on the IEP for accurate reporting for child count.

Special Ed Fields

Effective Date: 08/21/2014 Special Ed Program: F: Residential Program Special Ed Category: 0355: Residential Facility
 Primary Disability: 525: Specific Learning Disability Multiple Disability 1:
 Multiple Disability 2: Multiple Disability 3:
 Multiple Disability 4: Multiple Disability 5:
 End Date: Exit Code:

Data fields that need to be filled out are, Program, Category, & the Disability. If these fields are not populated, the student will not show up on your SD child Count.

A District can run the SD Child Count Report at any time during the year and we encourage you to run this report monthly to verify that all students are correctly identified.

You must have the rights to run the report. If you do not, please see your Campus Administrator. The path to

this report is: SD State Reporting>SD December Child Count Report

The screenshot shows the 'SD December Child Count Report' interface. On the left is a navigation menu with 'SD December Child Count Report' highlighted. The main area contains a description of the report, an 'Extract Format' dropdown set to 'CSV', an 'Effective Date' field with a calendar icon, and a 'Generate Extract' button. A callout points to the 'Effective Date' field: 'Enter the effective date that you want to run this report on. If a date is not entered, it will default to December 1st.' To the right is a 'Select Calendars' section with a radio button for 'list by school' and a list of schools: Carthage Elementary, 13-14 Carthage Elementary, Carthage High School, 13-14 Carthage High School, Carthage Middle School, 13-14 Carthage Middle School, Home School, and Out of District Placement. A callout points to this list: 'You can run this report for all schools in your district by highlighting each school. Another way to run the report is by each individual school.' Another callout points to the 'SD December Child Count Report' in the menu: 'Select SD December Child Count Report'.

Child Count is an unduplicated count of all children with disabilities ages 3 – 21 receiving special education and related services according to an individualized education program (IEP) on December 1st of each year.

TIMELINE

In accordance with 24:17:03:02 – Students with Disabilities Child Count student data must be reported in the Statewide Information Management System according to the below timeline:

December Child Count Data: 10 business days following December 1st.

ENROLLMENTS FOR STUDENTS WITH DISABILITIES

In addition to the previous data elements listed above in Section I, there are additional data elements which must be reported for Students with Disabilities in order for the Department of Education to accurately and timely compute your district's Special Education State Aid allocation and to complete other required state and federal reporting.

On the following screen shots, you will find the Special Ed Fields area of the Enrollment Tab with the fields that must be completed highlighted.

Special Ed Fields

Effective Date: 09/11/2009
 Special Ed Program: F: Residential Program
 Special Ed Category: 0140: Residential Facility
 Primary Disability: 530: Multiple Disabilities
 Multiple Disability 1: 510: Cognitive Disability
 Multiple Disability 2: 535: Orthopedic Impairment
 Multiple Disability 3:
 Multiple Disability 4:
 Multiple Disability 5:
 End Date:
 Exit Code:
 * Effective Date: 03/11/2010
 Special Ed Program:
 Special Ed Category:
 Primary Disability:
 Multiple Disability 1:
 Multiple Disability 2:
 Multiple Disability 3:
 Multiple Disability 4:
 Multiple Disability 5:
 End Date:
 Exit Code:
 Physical Therapy Hours:
 Occupational Therapy Hours:
 Psychological Therapy Hours:
 Social Work Service Hours:
 Transportation:
 Recreational Therapy Hours:
 Speech/Language Therapy Hours:
 Orientation/Mobility Hours:
 Other Service Hours:
 Assistive Technology:
 Audiological Services Hours:
 School Health Services Hours:
 Counseling Services Hours:
☐ Significant Cognitive Disabilities

EFFECTIVE DATE - Used to document:

- Date student first becomes eligible to receive special education services
- Date a transfer student begins receiving special education services
- Date a change in category or disability takes effect
- First day of school for a continuing student upon creating a new calendar year

Special Ed Category

0100: General Class with Modifications 80-100%
 0110: Resource Room 40-79%
 0120: Self-Contained Classroom 0-39%
 0130: Separate Day School
 0140: Residential Facility
 0150: Home/Hospital
 0310: EC 10 hrs +, services in EC
 0315: EC 10 hrs +, services in other location
 0325: EC less than 10 hrs, services in EC
 0330: EC less than 10 hrs, services in other location
 0335: Separate Class
 0345: Separate School
 0355: Residential Facility
 0365: Home
 0375: Service Provider Location

If the student is ages 6-21 years old you must use the 0100 categories.

If the student is ages 3-5 years old you must use the 0300 categories, even if the student is in Kindergarten.

SPECIAL ED. PROGRAM/INSTRUCTIONAL PROGRAM TYPE: This data field will be used to correlate a type of instructional program identified for each special education student to expenditures reported on the annual financial report. The instructional program type should not be assigned by a student's primary disability. For example, costs associated with an instructional financial report. Below are examples and guiding principles

to determine instructional type; however it is up to each district to allocate their costs and identify a student's special education instructional program in a way that best suits their district's programs and staffing patterns.

- Programs for Mild to Moderate Disabilities (A) – typically this will include students who spend the majority of the day in the general class settings and/or provided special education services for less than 50% of the regular day (for example, a district operating a 6 hour school day, a student provided special education services for less than 15 hours a week). Generally, student with a category of 100: General Class or 110: Resource.
- Programs for Sever Disabilities (B) – student receiving special education for more than 50% of the day. This should not include students placed in day or residential programs. Generally students with a category of 120: Self Contained or 110: Resource.
- Speech Only (C) - Primary disability of 550: Speech, only receiving speech/language.
- Early Childhood (ages 3-5) (D) – special education programs for preschool children ages 3-5.
- Day Program (E) - programs for students assigned to day programs offered by the district or assigned out of district. This may include students placed in community based service centers, cooperative day programs, etc.
- Residential Program (F) – programs for student served in a 24 hour residential school, such as Children's Care Hospital.
- Homebound Program (G) – special education services provided in the student's home, i.e., programs for severely ill students unable to attend school for a period time.

STATE SPECIAL ED AID FUNDING:

Level for disability funding calculation	Disability
Level 1	Specific Learning Disabled, Speech/Language Impairment, Other Health Impaired, and Developmentally Delayed
Level 2	Emotional Disturbance, and Cognitive Disability
Level 3	Deaf/Blind, Hearing Impairments, Orthopedic Impairments, Visually Impaired, Deafness, and Traumatic Brain Injury
Level 4	Autism
Level 5	Multiple Disabilities (must include 2 or more level 2, 3 or 4 disabilities, not including Deaf/Blind)

http://legis.sd.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=13-37-35.1

Note: Residential (140) and Day School (130) Special Ed Categories can only be used if the facility only

serves students with disabilities. The Special Ed Program can be Residential or Day School to reflect the funding expended.

Note: Multiple Disabilities - This should be coded if a student is identified by the IEP team as having Multiple Disabilities during the eligibility determination meeting. Do not include speech if it is only a related service.

SPECIAL EDUCATION SERVICES: THERAPY HOURS

The cells in this portion of the special education enrollment field are static fields and not tied to the effective date and end date for the category and disability codes. If changes in these fields are made the special education enrollment does not need to be ended, simply correct the information and save.

If the student's IEP includes therapy services, report the number of hours per week for each service. (If services are provided on a monthly basis, for Campus reporting purposes only, divide by 4 to calculate hours per week.) Assistive Technology and Transportation do not require the number of hours, but are simply check boxes. (There may be more than one.) Always code speech hours regardless of whether Speech is primary disability or related service.

STUDENTS TAKING AN ALTERNATIVE ASSESSMENT

Physical Therapy Hours	Recreational Therapy Hours	Audiological Services Hours
Occupational Therapy Hours	Speech/Language Therapy Hours	School Health Services Hours
Psychological Therapy Hours	Orientation/Mobility Hours	Counseling Services Hours
Social Work Service Hours	Other Service Hours	<input type="checkbox"/> Participates in Alt. Assessment
Transportation	Assistive Technology	

The District should check this box if the student is taking an Alt. Assessment.

IEP PROGRAM EXIT REASON

- **01** - Not receiving SE Services: Use this code when the IEP team determines that the student no longer is eligible to receive Special Education services.
- **02**- Graduated (high school diploma): Students with disabilities who exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These are students who met the same standards for graduation as those for students without disabilities.
- **04** - Reached maximum age: Students are eligible to receive services to the end of the fiscal year (July 1 to June 30) in which they turn 21.
- **05** - Died
- **06** - Moved known to be continuing: Students with disabilities who moved out of the catchment area or otherwise transferred to another district and are known to be continuing in an educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This definition includes students with disabilities in residential drug/alcohol rehabilitation centers, correctional facilities, or charter schools if those facilities operate as separate districts, excluding normal matriculation.
- **07** - Moved not known to be continuing

- **08** - Dropped out: This includes dropouts, runaways, GED recipients, expulsions, status unknown, and other exiters.
- **09** - Refused services
- **10** - Completed IFSP prior to reaching maximum age (3) for Part C (this code is generally not used since students under the age of three are not enrolled in Campus)
- **11** – Change in IEP (a change in category or disability requires an enrollment record to be ended and a new record created, changes in services do not require a new record)
- **12** – Student continues (do not use this code on records at the end of the year, the Special Ed roll over wizard will only roll forward records that do not have an end date and exit reason)
- Mapping of codes from Exit reason on Enrollment field and Special Education field:

Enrollment Field	Special Education Field
01 Expelled	District is obligated to provide FAPE, no exit code may be needed
02 Discontinued education – dropout	08 Dropped out Or 07 Moved not known to be continuing (counts as a dropout for Accountability.
03 In-state school transfer	06 Moved known to be continuing
04 Student graduated, must receive a regular high school diploma (Not a GED or certificate)	02 Student graduated, must receive a regular high school diploma (Not a GED or certificate)
05 Student Died	05 Died
06 Committed to Institution	06 Moved know to be continuing
07 Reached maximum age for special education (21)	04 Reached maximum age
08 Out of state school transfer	06 Known to be continuing
09 Colony student completed>grade 8 – religious exemption	09 Refused Services
10 Student retained	12 Student Continues
11 Student Continues	12 Student Continues
12 Persistently Dangerous Transfer	06 Moved know to be continuing or 11 Change in IEP (if the transfer was due to and IEP team decision)
13 School Improvement Transfer	06 moved know to be continuing
14 Home School Transfer	09 Refused services or 12 Student continues (if the school will still be providing special education services)
15 Suspended	District is obligated to provide FAPE, no exit code may be needed
16 Home School Completer	Code 09 Refused services or Code 12 Student continues (if the school will still be providing special education services)
17 Discontinued Education – completed GED	08 Dropped out
18 Discontinued Education – exceeds compulsory age	08 Dropped out
Does not necessarily require exit code on enrollment field	01 Not receiving SE Services

Does not necessarily require exit code on enrollment field	09 Refused services. Use this code if parent or student (if own guardian) refused services, but student is still eligible for special education
Does not necessarily require exit code on enrollment field	11 Change in IEP. Use this code if category or disability have changed, such as program type or related service ours.

REQUIRED DATA ELEMENTS FOR UPLOAD SCHOOL DISTRICTS

STUDENT ENROLLMENTS

Upload districts must utilize the most current File Interface Specifications when uploading their Students with Disabilities December Child Count data into the State Edition. The file specs can be found on the DOE website at http://doe.sd.gov/ofm/documents/SIMS_SpecsforInfiniteCampus.pdf

Please see the previous guidance provided regarding Out of District Placements for Students with Disabilities.

SECTION III – ACCOUNTABILITY – YEAR END DATA

TIMELINE -

Accountability - Year End Data: Final student data must be reported by the second Friday in June.

If you have been diligent about keeping your student data current throughout the school year, the end of the year data collection should not be overwhelming for your school district. To review the proper coding of important data fields within each student's enrollment record, be sure to review the Fall Enrollment and Child Count sections of this desk guide. Important end of the year items that must be reviewed and updated are highlighted on the following screen prints.

CALENDARS

You will want to double check all of your school calendars for accuracy. It is very important that all of your calendar types are appropriately coded. The information within each of the calendars is used to calculate your attendance rate for accountability purposes and it is also used in the ADM (average daily membership) calculation. Make sure that the school days, instructional days and attendance boxes are checked appropriately. Check your instructional days by going to System Administration>Calendar>Calendar Days. You can print the calendar from this screen for easier verification.

The image displays two screenshots of a calendar management software interface for '09-10 Alpena Elem'. The top screenshot shows the 'May 2010' calendar grid with a callout box pointing to the 'Date' field in the 'Day Detail' form, stating: 'Check to make sure that all instructional days are coded correctly.' The bottom screenshot shows the 'May 2010' calendar grid with a callout box pointing to the 'Date' field in the 'Day Detail' form, stating: 'If the last day of school is May 25th, all remaining days should be reported as Non-Instructional days.'

09-10 Alpena Elem

Calendar | Grade Levels | Schedule Structure | Days

Save Day/Day Events | Delete Day/Day Events | Day Reset | Print | Multi Day

May 2010

Sun Mon Tue Wed Thu Fri Sat

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Event on this Day

Day Detail

Date: 05/25/2010 Day #: 202

Period Schedule

Day: School Day Instruction Attendance

Start Time End Time Duration: 355

Comments

Day Events

Type Duration Inst. Add DayEvent

09-10 Alpena Elem

Calendar | Grade Levels | Schedule Structure | Days

Save Day/Day Events | Delete Day/Day Events | Day Reset | Print | Multi Day

May 2010

Sun Mon Tue Wed Thu Fri Sat

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Event on this Day

Day Detail

Date: 05/26/2010 Day #: Not an instructional day

Period Schedule

Day: School Day Instruction Attendance

Start Time End Time Duration: 0

Comments

Day Events

Type Duration Inst. Minutes Add DayEvent

If your school district is operating a 4 day school week, you will need to make sure the 4-day check box is flagged with a check mark on the calendars for each school within your district.

DO NOT check the 4-day box if your school district is operating a 5 day school week but you have a preschool, kindergarten or rural school only attending school 4 days per week.

The Calendar Type field also needs to be set correctly for each of your calendars.

Calendar Grade Levels Schedule Structure Days

Save

Calendar Info

Calendar ID: 11241 School: 2 Alpena Elem (schoolID:474)

*Name: 09-10 Alpena Elem

*Start Date: 08/15/2009 *End Date: 05/25/2010

Number: [] Summer School: []

Exclude: [] School Choice: []

4 Day School Week: [x]

Require Student Assignment: []

Type: [Instructional]

Make sure that the appropriate calendar type is selected for every calendar.

STUDENT ENROLLMENTS

General Enrollment Information

Calendar: 12-13 Alpena Elem

*Start Date: 08/20/2012

Start Status: 00: Current Student

Start Comments: []

Schedule (read only): Main

*Grade: 05

Class Rank Exclude: []

*Service Type: P: Primary

Future Enrollment

Next Calendar: []

Next Schedule Structure: []

Next Grade: []

State Reporting Fields

*Resident District: Arlington 38-1: 38001

*County: Kingsbury

Citizenship: []

*Serving (Attending) District: Alpena 36-1: 36001

Enrollment Status: O: Open Enrollment

*Percent Enrolled: 100

Absent Days: []

Homeless Status: []

State Exclude: []

First Year In Country: []

Migrant Indicator: []

Assessment Exemption: []

All fields flagged with a Red "x" should be populated and reviewed for accuracy for ALL students. These fields are specifically used in the accountability.

This field will be auto-populated based upon attendance. The field will populate after you have completed a resync of your

If your school is a **School Wide Title I** school the field to the left will be updated by Infinite Campus and you will not need to update any of the Title I fields listed below.
If your school is a **Target Assisted Title I** school you will need to update the Title I Services the student is receiving.

☐ Title I Reading ☐ Title I Supporting Guidance ☐ Title I Social Science ☐ Title I Science
☐ Title I Vocational ☐ Title I Health/Dental/Eye Care ☐ Title I Math

Special Ed Fields

Effective Date: 08/27/2012 ☐ Special Ed Program: ☐ Special Ed Category: ☐
Primary Disability: ☐ Multiple Disability 1: ☐
Multiple Disability 2: ☐ Multiple Disability 3: ☐
Multiple Disability 4: ☐ Multiple Disability 5: ☐
End Date: ☐ Exit Code: ☐

Physical Therapy Hours **Recreational Therapy Hours** **Audiological Services Hours**
Occupational Therapy Hours **Speech/Language Therapy Hours** **School Health Services Hours**
Psychological Therapy Hours **Orientation Mobility Hours** **Counseling Services Hours**
Social Work Service Hours **Other Service Hours** ☐ Significant Cognitive Disabilities
Transportation **Assistive Technology**

All fields flagged with a RED "x" should be reviewed for accuracy and updated if the data element pertain to you particular

Important data elements to check include:

- All state published Accountability Ad-Hoc reports have been run and all errors have been resolved. These Ad-Hocs can be found at: Index>Ad Hoc Reporting>Filter Designer>State Published.
- **For Rapid City, Brandon Valley and Yankton ONLY** - All Accountability Ad Hoc reports built for your districts have been run and all errors have been resolved.
- Verify that all students who have attended your school district (even for a short time) are entered into Infinite Campus.
- Overlaps – Throughout the year, the DOE sends out periodic Overlap Reports for districts to resolve. Any unresolved overlaps still existing on the 2nd Friday in June will be resolved by DOE staff. We encourage you to run your own overlap report within Infinite Campus. You can find the report under Student Information>Reports>Enrollment Overlap.
- Dual Enrollments – When a student is dually enrolled, they can only have one primary enrollment. The second or lesser enrollment must be marked as “partial”. This is coded in the Service Type field on the General Enrollment tab.
- Transfers – When a student transfers from your district to another district, be sure to update your student data in a timely manner. **Please use the Student Records Transfer functionality within Infinite Campus to transfer the record to the receiving district.** Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the student, refer to the following administrative rule:

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

- Drops – If the student returns any time after the 15 school days, the student must still be dropped then re-enrolled. Create a new enrollment record and use the day he/she returns as the status start date.

- Verify that the student's start and end dates on their Enrollment Record are correct. These dates are used to determine if a student has been enrolled for a "Full Academic Year" (FAY) for Accountability purposes.
 - For all regular enrollments, to be included in FAY, the student must have been enrolled in your school district from October 1 through the last day of the testing window. This will also include Students with Disabilities. This is a change from previous years.
 - If the student has left your district, make sure you update the exit date and enter an appropriate exit code for the student.
 - If the student has a special education record, you need to make sure that the special education record has been ended along with their enrollment record. ****Please note that the code numbers differ between the regular enrollment and the special education enrollment.**
- Verify that you have entered the attendance for all students within Infinite Campus.
 - The attendance field on the Enrollment tab is a calculated field. In order for this field to be calculated as of today's date, you need to trigger a resync of the AttendanceSDMinute.
 - To do this you will need to go to System Administration>Data Utilities>Resync State Data – Check the AttendanceSDMinute, CustomStudent and Enrollment boxes then choose "Send Resync" at the bottom of the screen.
- Verify that you have the Citizenship field properly coded for all of your foreign exchange students. These students are not required to take to the state's annual standardized tests. If their citizenship field is not updated correctly, the school will take a hit on their participation rate for Accountability.
- Verify that all 1st Year in Country students are properly identified within Infinite Campus.
- Verify that all LEP (Limited English Proficiency) students are properly identified within Infinite Campus. These fields are located under Student Information>Program Participation> LEP in Infinite Campus.
 - Only students who were identified as LEP using the state approved identification test should be coded as LEP.
- Verify that all your Students with Disabilities are properly identified within Infinite Campus.
- Verify that all students who receive Free or Reduced Priced Lunch have been properly identified and entered on the FRAM Eligibility tab in Infinite Campus.
- Verify that the Resident District, Serving (Attending) District and County of Residence fields on the Enrollment tab in Infinite Campus for each student is correct. This information is forwarded to each County within the state of South Dakota and to the Office of School & Public Lands for funding purposes for your school district.
- Verify that you have properly entered end data for all students. You need to complete the End Date, the End Action and the End Status fields on Infinite Campus. If the student will return the following year, update the end status to (11: Student continues).
- Verify that you have updated the end status to (04 – Student graduated) and have entered an end date for all of your graduates. Be sure to enter the last day of school NOT the day of the graduation ceremony.
 - Early graduates – seniors who graduated earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school.
 - 8th grade graduates - Do not use (04 – Student graduated) for 8th grader graduates. These students should be marked as (11: Student continues or 09: Colony student completed 8th grade) whichever is appropriate for your student situation.
- Verify that all high school graduates have had the Diploma Date, Diploma Type and Diploma Period updated on the GRADUATION tab in Infinite Campus.

- Verify that the NCLB Cohort End Year for all high school students has been checked to ensure that it is accurately reflecting the correct graduation cohort year on the GRADUATION tab in Infinite Campus.

- Verify that you properly code any students who have dropped out of school during the school year as (02: Discontinued education – dropped out).
 - A dropout is defined as a student that:
 - Was enrolled in school at some time during the school year;
 - Was not enrolled on the last day of school;
 - Has not graduated from high school or completed a state approved program;
 - Does not meet any of the following exclusionary conditions:
 - Transfer to another accredited education program
 - Temporary absence due to suspension or illness
 - Excused from public school attendance (SDCL13-27-3)
 - Death
 - Summer Dropouts – these are students who were not dropouts at the close of the previous school year but who failed to enroll by October 1. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2012-2013 but who is not re-enrolled by October 1, 2013 is reported as a 2013-2014 dropout for the 11th grade. To manage this information in Infinite Campus, enroll the student with the normal start date for the school year and end the enrollment using the same date. This will cause the student to be enrolled for one day.

REQUIRED DATA ELEMENTS FOR UPLOAD SCHOOL DISTRICTS

STUDENT ENROLLMENTS

Upload districts must utilize the most current File Interface Specifications when uploading their end of the year student data into the State Edition. The file specs can be found on the DOE website at

http://doe.sd.gov/ofm/documents/SIMS_SpecsforInfiniteCampus.pdf

Please see the previous guidance provided regarding important end of the year data reporting responsibilities. Upload districts are also required to utilize all the Accountability Ad-Hoc Queries built for your use and available within the State Edition of Infinite Campus. All errors must be resolved.

SECTION IV – CERTIFIED STAFF

STAFF MEMBERS WITHIN INFINITE CAMPUS

As the South Dakota Department of Education moves forward with their Statewide Longitudinal Data System (SLDS), and making a link for certified staff between different systems, it is important to address all relevant security concerns as they arise. In order to help maintain FERPA compliance the SDDOE is requesting that all public school districts populate the “email” field, birthdates for all certified staff member in Infinite Campus. To clarify, the SDDOE would like to have the highest possible match rate to ensure that a) we are identifying the right teacher for the right school and b) teachers are seeing the children they serve in the classroom.

The SDDOE has submitted an enhancement to have the birthdate field become a requirement for all staff members. We do not know at this time when the enhancement will be made available in Infinite Campus. At this time we are asking you to start entering or correcting the birthdates for the staff members that are currently in your system.

SEARCHING FOR A STAFF MEMBER

Index Search Help

Search for a:
Staff

Go

[Advanced Search >>](#)

Search Results: 8

- 12, Julie
- Carlson, Kimmie
- Ellenbecker, Laura
- Ginther, Rob
- Jung, Teri
- Merriman, Judy
- Turner, Linda
- turner, linda

When the profile appears, open the Demographics tab and you will enter the birthdate and the e-mail address. Please enter the appropriate (school) e-mail address.

Gender: F

[District Assignments](#)
[School Choice](#)
[Credentials](#)
[Overrides](#)
[Fees](#)
[ID History](#)

[Demographics](#)
[Identities](#)
[Households](#)
[Relationships](#)
[Enrollments](#)
[District Employment](#)

Save
 Delete
 Person Summary Report
 Demographics Data

Person Information

PersonID: 1354

*Last Name: Merriman
 *First Name: Judy
 Middle Name:
 Suffix:

*Gender: Female
 Birth Date:
 Soc Sec Number:

Race/Ethnicity (Edit):
 State Race/Ethnicity: WH:White, not Hispanic
 Federal Designation: 6:White
 Race(s): White
 Hispanic/Latino: No Data

Personal Contact Information

Other Phone: () - x Private ☐
 Work Phone: () - x Private ☐

Cell Phone: () - x Private ☐
 Pager: () - x Private ☐

Email:
 Private ☐

Comments

To help with linking teachers between Infinite Campus and the LDS system, it would be very helpful for SSN numbers to be entered into Infinite Campus.

LISTSERV

If you are not a member of the DDN Listserv, you can subscribe at:

<http://www.k12.sd.us/Web/SchoolWebs.htm>

K-12 Listvervs>DDNCampus>How do I subscribe to the DDNCampus listserv?